

## Assignments

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April 2011

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# Assignments

## Overview

**i** Information on this page relates to features that are available in the Enhancement Teacher Tools (ETT) Release Line. These features will be generally available with the 1126 Release Pack (June 2011).

## Overview

**PATH:** *Instruction > Assignments*

The Assignments tool is used for creating and managing assignments as well as setting up grade calculations.

When using the Assignment Tool for the first time, complete these tasks in the following order:

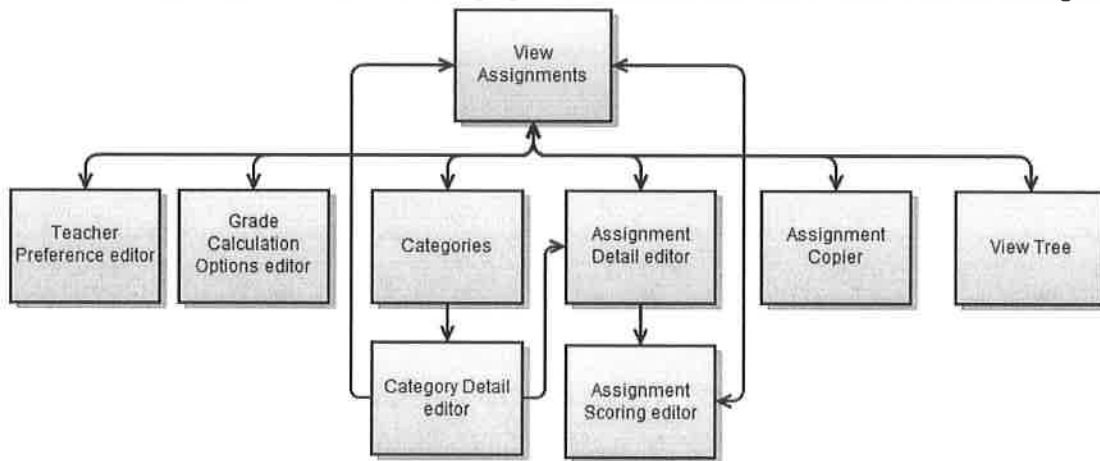
1. Review the topic Methods for Calculating Grades to become familiar with Campus parameters that must be set for commonly used grading methods.
2. Define preferences on the Teacher Preference editor.
3. Define grading options on the Grade Calculation Options editor.
4. Set up Categories.
5. Enter Assignments.

For more information about the Assignment tool pages and editors available, see the following topics:

- Assignment Copier
- Categories
- Grade Calculation Options
- Managing Assignments
- Methods for Calculating Grades
- Teacher Preferences
- Tree View
- View Assignments

## Assignment Tool Navigation

The following diagram illustrates the pages and editors that are available in the Assignment tool.



## Assignment Copier

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# Assignment Copier

## Overview | Copying Assignments

**i** Information on this page relates to features that are available in the Enhancement Teacher Tools (ETT) Release Line. These features will be generally available with the 1126 Release Pack (June 2011).

## Overview

**PATH:** *Instruction > Assignments > Assignment Copier*

The Assignment Copier allows copying a single assignment or a group of assignments from section to section within a calendar and across calendars. Teachers must have calendar and tool rights for the section from which they want to copy assignments.

If the assignment due dates from the Source are not valid in the Destination they will not carry over. Assignments without due dates are placed in the first term in which the section meets. Campus recalculates the term when a due date is entered.

**Assignments** | [Return to Assignment List](#) [Next](#)

### Assignment Copier

Select assignments to copy from the source section to the destination section. Click "Next" to continue.

**Select Source Section**

- 01) 3150-1 English 9 B
- 03) 3150-3 English 9 B
- 01) 3150-6 English 9 B
- 04) 3150-11 English 9 B
- 02) 3200-2 English 10 A
- 02) 3250-2 English 10 B
- 03) 9800-1 Creative Writing
- 10-11 Harrison High (A)**
- 01) 1200-1 Integrated Math II A
- 02) 1200-2 Integrated Math II A

**Select Destination Section**

- 11-12 Harrison High (A)**
- 01) 1200-1 Integrated Math II A
- 04) 1250-4 Integrated Math II B
- 04) 3100-6 English 9 A
- 01) 3100-7 English 9 A
- 02) 3100-8 English 9 A
- 04) 3100-12 English 9 A
- 01) 3150-1 English 9 B
- 03) 3150-3 English 9 B
- 01) 3150-6 English 9 B

Number of Assignments: 5

<input checked="" type="checkbox"/>	Assignment Name	Due Date
<input checked="" type="checkbox"/>	Chapter Review	09/24/2010
<input checked="" type="checkbox"/>	Chapter Test	09/30/2010
<input checked="" type="checkbox"/>	Chapter PreTest	09/27/2010
<input checked="" type="checkbox"/>	Daily Work	09/30/2010

Number of Assignments: 2

Assignment Name	Due Date
Daily Work	undefined
Extra Credit	10/01/2011

Assignments with the same Assignment Name do not copy to the destination section.

Image 1: Assignment Copier

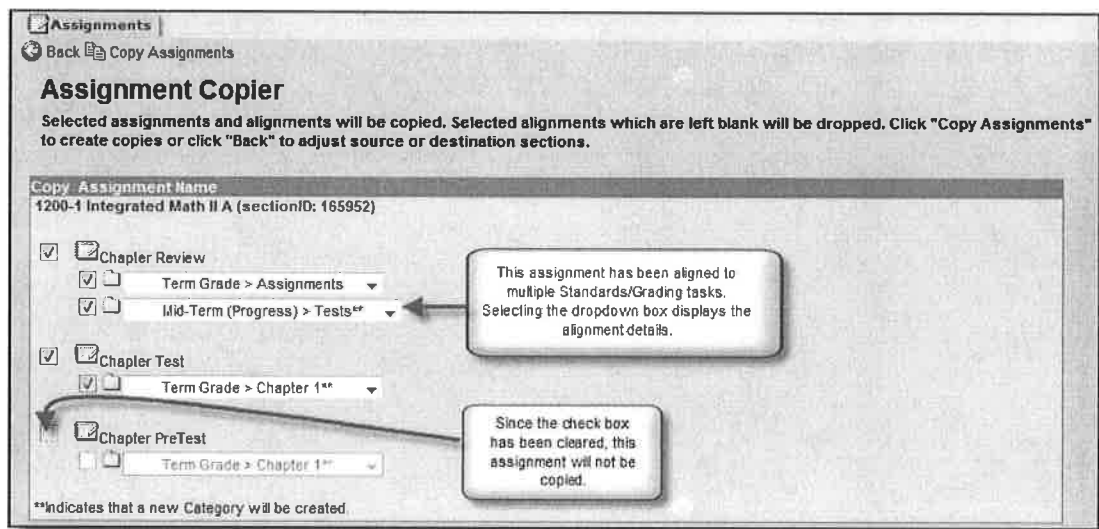


Image 2: Copy Assignment Name editor

## Copying Assignments

1. Click the **Copy Assignments** button on the View Assignments page page.

### Result

The Assignment Copier appears.

2. Select the section from which to copy assignments in the **Select Source Section** group box.

### Result

The total number of assignments and details for the assignments aligned to the selected section appear.

3. Select the checkbox next to the assignments you want to copy.
4. Select the section to which you want to copy the assignments in the **Select Destination Section** group box.

### Result

Assignments already aligned to the section display below the group box.

5. Click the **Next** button.

### Result

The Copy Assignment Name editor appears.

6. Select the checkbox next to the assignments to copy and clear the checkbox for assignments or alignments that should not be copied.
7. Click the **Copy Assignments** button.

### Result

The Assignment Copier duplicates the assignments and assigns them to the destination section. The View Assignments screen appears. To verify the assignments copied correctly, select the calendar and destination section in the Campus toolbar.



## Categories

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# Categories

Overview | Category Detail Editor | Creating a New Category

**i** Information on this page relates to features that are available in the Enhancement Teacher Tools (ETT) Release Line. These features will be generally available with the 1126 Release Pack (June 2011).

## Overview

A Category is a collection of assignments that count toward a grading task or standard. The Categories screen first displays a summary of all the categories set up for the sections taught by the teacher based on the course selected in the Campus toolbar. Clicking a link in the Category column displays a detailed view of the category and allows users to edit the category.

**Assignments** | [Return to Assignment List](#) [Create Category](#)

To edit a category click its name, for a new category click the "Create Category" button.

Hide from Portal/ Grade Book Preview	Category	Course - Section > Task/Standard	Weight	Exclude
<input type="checkbox"/>	Chapter 1	Integrated Math II A - 1 > Term Grade	0.0	<input type="checkbox"/>
<input type="checkbox"/>	Chapter 2	Integrated Math II A - 1 > Term Grade	0.0	<input type="checkbox"/>
<input type="checkbox"/>	Chapter 3	Integrated Math II A - 1 > Term Grade	0.0	<input type="checkbox"/>
<input type="checkbox"/>	Chapter 4	Integrated Math II A - 1 > Term Grade	0.0	<input type="checkbox"/>
<input type="checkbox"/>	Chapter 5	Integrated Math II A - 1 > Term Grade	0.0	<input type="checkbox"/>
<input type="checkbox"/>	Chapter 6	Integrated Math II A - 1 > Term Grade	0.0	<input type="checkbox"/>
<input type="checkbox"/>	Chapter 7	Integrated Math II A - 1 > Term Grade	0.0	<input type="checkbox"/>
<input type="checkbox"/>	Chapter 8	Integrated Math II A - 1 > Term Grade	0.0	<input type="checkbox"/>

Image 1: Category Editor

## Category Column Descriptions

Column	Description
<b>Hide from Portal/Grade Book Preview</b>	This column indicates whether the category is hidden from the Portal and Grade Book (ETT) Preview.
<b>Category</b>	This column displays the category name. Clicking the category name displays the Category Detail editor.
<b>Course - Section &gt; Task/Standard</b>	This column displays the Course, Section, and Task or Standard to which the category is aligned.
<b>Weight</b>	This column displays the weighting used on the category. Weighting on categories allows a percentage to be set on assignments attached to the category. All of the categories count toward a term grade. For example, tests may be 40%, projects 40% and homework 20%.
<b>Exclude</b>	This column displays whether the category is excluded from the grade calculation.

## Category Detail Editor

The Category Detail editor displays when the user clicks the **New Category** button or selects an existing Category name on the Category Editor. The Category Detail editor allows users to define parameters for the category.

**Assignments**

Back to Categories Save Category Save & Add Assignment Delete Category

**Category Detail**

GroupID 718

\*Name

\*Weight

Sequence

☐ Hide from Portal/Grade Book Preview

☐ Exclude this category from calculation

☐ Drop lowest score

Last Modified 12/28/2010 16:33:00 -0600

**Sections**

Select sections for category placement. NOTE: Sections cannot be unchecked if they contain assignments aligned to this category.

Section

☒ 1200-1 Integrated Math II A

**Grading Tasks**

Select grading tasks to create alignments. NOTE: Tasks cannot be unchecked if the alignment has been scored.

Grading Task

☒ Term Grade

☐ Mid-Term (Progress)

Image 2: Category Detail Editor

## Category Detail Editor Column Descriptions

Field	Description
<b>Name</b>	The category name that displays in the Assignments Tool and in the Grade Book (ETT).
<b>Weight</b>	The weighting used on this category. If this is an unweighted category, type 0 in this field.
<b>Sequence</b>	The Sequence is used to order categories if there are multiple categories. Type the sequence number in which this category should display.
<b>Hide from Portal/Grade Book Preview</b>	Selecting this checkbox hides the category from the Portal and Grade Book (ETT) Preview.
<b>Exclude this category from calculation</b>	Selecting this checkbox excludes this category from the grade calculation.
<b>Drop lowest score</b>	Selecting this checkbox automatically excludes the lowest score (by percentage) in the category from the grade calculation. As scores are entered, the dropped score may change if lower scores are entered.
<b>Sections</b>	This area of the editor displays all of the active sections of this course to which the teacher is assigned. The category may be placed in multiple sections. The checkbox cannot be cleared for a previously selected section if the section has assignment scores aligned to it.
<b>Grading Tasks</b>	This area of the editor displays the grading tasks for this course. The category may be aligned to multiple grading tasks. The checkbox cannot be cleared for a previously selected grading task if the grading task has assignment scores aligned to it.


## Creating a New Category

1. Select the **Create Category** button.

### **Result**

The **Category Detail** editor appears.

2. Type a descriptive name for the Category in the **Name** field.
3. Enter a weight for this group in the **Weight** field. No decimal or percentage is needed.
4. Enter the order in which the category should appear in the **Sequence** field.
5. Select the checkboxes to activate the following optional choices:
  - Hide from Portal/Grade Book Preview
  - Exclude this category from calculation
  - Drop lowest score

 This step is optional. For more information about these choices, see the Category Detail Editor Column Descriptions.

6. Select the Sections in which to place the category.
7. Select the Grading Tasks to which the category should be aligned.
8. Select the **Save Category** button to return to the Assignments editor or select the **Save and Add Assignment** button to save the category and Add Assignments.

## Grade Book (ETT)

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April 2011

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## Grade Book (ETT)

Overview | Grade Book Components | Grade Book Navigation Tips | Entering Assignment Scores | Entering Task Grades | Posting Grades

**i** Information on this page relates to features that are available in the Enhancement Teacher Tools (ETT) Release Line. These features will be generally available with the 1126 Release Pack (June 2011).

### Overview

**PATH:** *Instruction > Grade Book*

The Campus Grade Book allows teachers to enter student scores for the students in the selected section. As soon as the score is entered and saved, the student's grade calculation is updated so administrators, counselors and parents can see the student's progress.

**i** Additional versions of this page are available:  
Grade Book

#### **! Campus Administrator Information**

Certain items need to be created, edited and/or reviewed prior to a teacher grading a standard in Grade Book. The district's Campus Administrator should enter this information. These elements are as follows:

- Assessment Tests
- Score Groups and Rubrics
- Standards Bank
- Course and Course Section

### Grade Book Components

On the left side, teachers see the students' names in alphabetical order. The highlighted student is the currently selected student, which means the teacher can enter grades for this student.

In the middle, the yellow columns on the grid are the calculated grades based on assignment scores the teacher has entered. The grades in green are posted scores that have been entered for report card tasks.

On the right side, assignments and points possible appear across the top of the Grade Book under the group with which they are associated.

Save Student Groups Options											
Baldwin, Leslie Workbook 1 [50]		Chapter 1									
Hide Grade Totals											
Select a task											
1 - Term Grade											
Student	In Progress				Posted		%	WB1 [50]	PT [100]	CR [50]	CT [200]
	Pts	Poss	%	Grd	N	Grd					
10 Abegg, Ryo	577.00	600.00	96.17	A	96.17	A	98.75	45	85	60	205
10 Aft, Ervin	529.00	600.00	88.17	B	88.17	B	88.75	45	85	50	175
10 Baldwin, Leslie	519.00	600.00	86.50	B	88.17	B	86.25	40	85	45	175
10 Barnes, Vernon	529.00	600.00	88.17	B	88.17	B	88.75	45	85	50	175
10 Baughman, Dino	529.00	600.00	88.17	B	88.17	B	88.75	45	85	50	175
10 Baxter, Dudley	529.00	600.00	88.17	B	88.17	B	88.75	45	85	50	175
10 Billimek, Jarred	529.00	600.00	88.17	B	88.17	B	88.75	45	85	50	175

Image 1: Grade Book Example

A comment can be added by right-clicking on a student's name. This comment can be viewed on the Campus Portal and a red arrow appears in the upper corner of the student's name.

Student	Pts	Poss
10 Abegg, Ryo	577.00	600.00
10 Aft, Ervin	Abegg, Ryo	600.00
10 Baldwin, Leslie	Edit comment	600.00

Image 2: Student Comment

## Assignments and Scores

On the right side, the assignments and scores display. The assignment category, created in the Assignments tool, is located at the top with assignments underneath. The assignment category names are collapsible. Click anywhere in the group name's cell to toggle the group information.

Because this screen is based on the preferences that are set in the Admin folder of Instruction and information listed in the Assignments tool, it is necessary to have these options set before attempting to add assignments.

Scores more than the total points (i.e., bonus points) appear in green text.

Save Student Groups Options											
Baldwin, Leslie Workbook 1 [50]		Chapter 1						Chapter 2			
Hide Grade Totals											
Select a task											
1 - Term Grade											
Student	In Progress				Posted		%	WB1 [50]	PT [100]	CR [50]	CT [200]
	Pts	Poss	%	Grd	N	Grd					
10 Abegg, Ryo	577.00	600.00	96.17	A	96.17	A	98.75	45	85	60	205
10 Aft, Ervin	529.00	600.00	88.17	B	88.17	B	88.75	45	85	50	175
10 Baldwin, Leslie	519.00	600.00	86.50	B	88.17	B	86.25	40	85	45	175
10 Barnes, Vernon	529.00	600.00	88.17	B	88.17	B	88.75	45	85	50	175
10 Baughman, Dino	529.00	600.00	88.17	B	88.17	B	88.75	45	85	50	175
10 Baxter, Dudley	529.00	600.00	88.17	B	88.17	B	88.75	45	85	50	175

Image 3: Assignments and Scores

## Context Menu

From the gray score grid, right-click on a student's score entry to view the context menu. The context menu allows the user to choose several options that may affect a student's score.

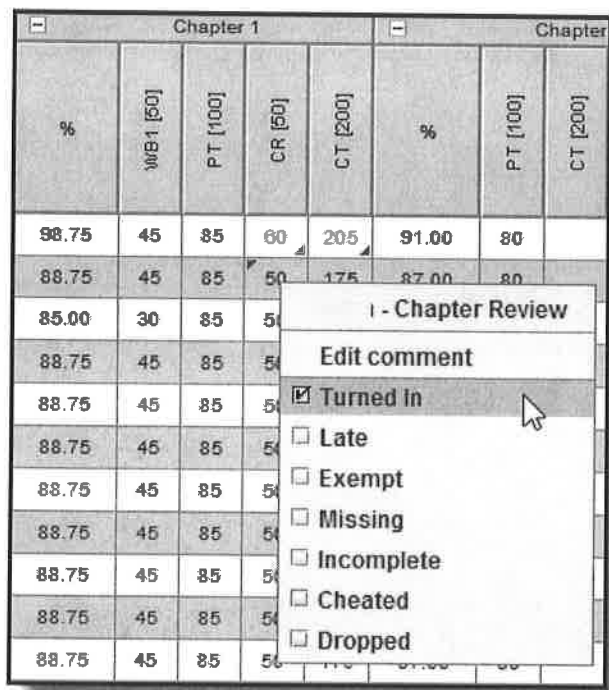



Image 4: Context Menu

Option	Definition
<b>Turned In</b>	<p>A green flag displays in the upper left corner.</p> <p> If an assignment is marked as turned in originally, upon the student not turning in the assignment (meaning the Missing checkbox is selected), the Turned In checkbox will automatically be removed.</p>
<b>Late</b>	Score will appear in red.
<b>Exempt</b>	Entry will not affect the student's grade. Score will appear in gray text and no points possible will be listed for that assignment.

<b>Missing</b>	<p>Entry will calculate as a zero. Score will appear with a blue arrow in lower corner indicating a chosen comment.</p> <p>☑ If an assignment is marked as missing originally, upon the student turning in the assignment (meaning the Turned In checkbox is selected), the Missing checkbox will automatically be removed.</p> <p>If an assignment is marked as Missing and the user enters a score, the teacher can decide if the Missing checkbox should be changed to one of the following:</p> <ul style="list-style-type: none"> <li>• Keep it checked</li> <li>• Uncheck it</li> <li>• Change to Late</li> </ul>
<b>Cheated</b>	Entry will calculate as a zero. Score will appear with a blue arrow in the lower corner, indicating a chosen comment.
<b>Dropped</b>	Teachers have the option of dropping the lowest score in an assignment category. If this preference is turned on, the score that is the lowest will be flagged. Scores will appear in gray text and no points possible will be listed for that assignment.
<b>Edit Comments</b>	A teacher can attach a comment to an assignment entry. A red indicator will appear in the upper corner of the cell.

## Assignment Options

From the gray grid, right-click on an assignment to view the Assignment Options. These options allow users to quickly update scores.

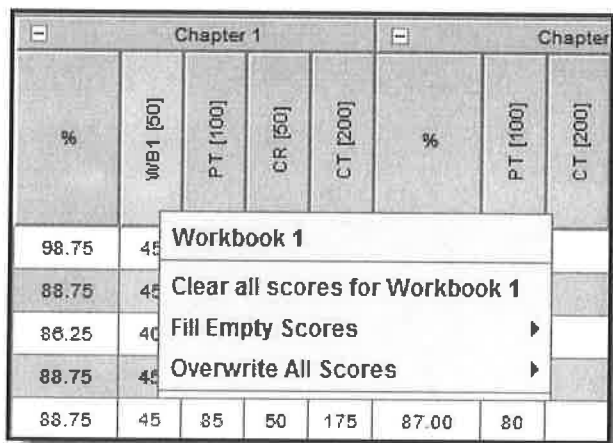


Image 5: Assignment Options

Option	Definition
<b>Clear All Scores</b>	Remove the entered scores and comments from the Grade Book for the selected assignment.
<b>Fill Empty Scores</b>	Add scores all at once to assignments by using this feature. Select which option to use: zero, an entered value (with this value), or the total points possible.
<b>Overwrite All Scores</b>	Change scores all at once by using this feature. Select which options to use: zero, an entered value (with this value) or the total points possible.

## Additional preferences and options

### Student Groups

The option to display all students or students in a saved Student Groups is available. When **All Students** is selected, all students in the section display; however, when a previously defined Student Groups is selected only students assigned to the group display and all other students are hidden. This option only displays if there are existing Student Groups.

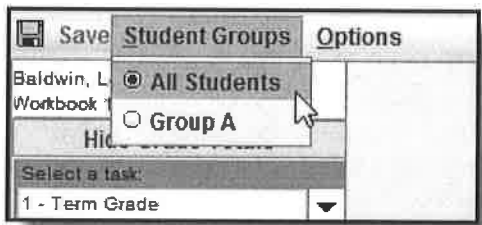


Image 6: Student Groups

### Cut Score Color Coding

An option to display cut score color coding is available. This option highlights posted grades in red and green based on the grading scale and the scores marked as passing.

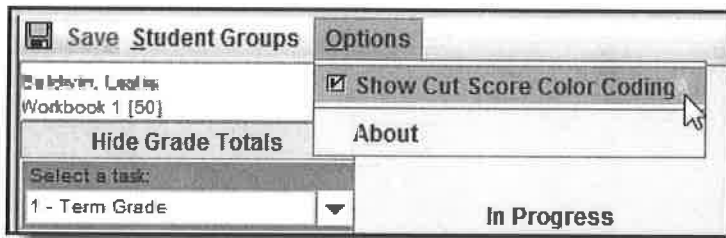


Image 7: Cut Score Color Coding

### Hide/Show Grade Totals

To hide the yellow columns of grades in the Grade Book, click the **Hide Grade Totals** option. At any time these can be displayed again by clicking the **Show Grade Totals** button.

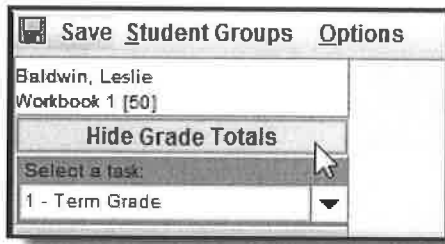


Image 8: Hide/Show Grade Totals

## Grade Book Navigation Tips

● To ensure all grades are saved every time a score is entered, the **Save** button is highlighted in red. When a user navigates away from Grade Book, a warning message appears reminding the user to save.

- Once a task has been copied and saved it can also be accessed by clicking on **Grading by Task** or **Grading by Student** under Instruction in the Index.
- Comments can be entered using the **Canned Comments** button.
- Each section has a default grade book task set. To switch between tasks that may have grades, use the dropdown list feature directly above the list of student names.
- To make the assignment score view larger, click the **Hide Grade Totals** button. This will remove the yellow and green score grids (calculated and posted grades) from view. To display that information, click the **Show Grade** button.
- If a grade cannot be posted for a student, verify that the grading task is set to active.
- The row and column of the student (row) and assignment (column) that is being edited will be highlighted.

## Entering Assignment Scores

1. Find the **Category** or the **Assignment Name** for which to enter scores.
2. Double-click in the correct row of the student and column of the assignment abbreviation.
3. Type the points the student received. The points entered are saved and the student's total percentage is changed in the yellow columns.
4. When finished, click the **Save** button in the upper left corner. A score will only be saved if the user clicks out of the edited cell. To prevent scores from not saving, click the Save button often. The word Save appears in red text when a change has been made to the scores.

## Entering Task Grades

1. Select the **Task** to grade from the dropdown list. This list of tasks is assigned to the course that is being taught.
2. Select the student for whom to enter scores.
3. In the **Percent** column, enter the percent that is associated with the score. This percent should be the same percent the student received for the assignment scores.
4. In the **Grade** column, click one to see the list of grades that are available for the course.
5. Select the correct grade.
6. When finished, click the **Save** button.

## Posting Task Grades

1. Select the appropriate task from the dropdown menu.
2. Place the cursor in the yellow area and right-click.
3. Highlight the task to be scored. The calculated scores in the yellow area will be displayed in the green columns when the task is selected in the main task dropdown.
4. When finished, click the **Save** button in the left corner.

Comments can be entered related to the student's performance on the task by going to Grade by Task or Grade by Student.

## Posting Grades

The green area allows for a fast submission of grades (such as term grades or midterm progress marks) from the Grade Book.

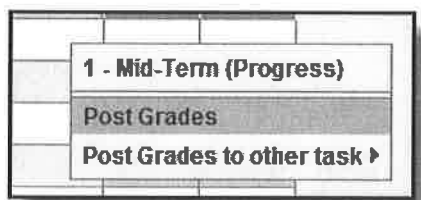


Image 9: Posting Grades

1. Right-click in the green grade totals area.
2. Select **Post Grades** if it is time to submit that mark or select **Post Grades to Other Task** if submitting a progress mark such as midterm or Weekly Eligibility.
3. Click the **Save** button.





## Grade Calculation Options

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# Grade Calculation Options

Overview | Setting up Grade Calculation Options

- 1** Information on this page relates to features that are available in the Enhancement Teacher Tools (ETT) Release Line. These features will be generally available with the 1126 Release Pack (June 2011).

## Overview

The Grade Calculation Options editor allows users to set preferences that determine how Grade Book calculates in progress grades. Standards and Tasks can be attached to a grading scale for grade calculation or excluded/removed from calculations.

**Assignments** | [Return to Assignment List](#) [Save](#)

Select all calculation options for all standards/grading tasks assigned to this section.

Term & Standard / Grading Task		Calculation Options	
		No Calculation	Calculate In Progress Grade
		<a href="#">Fill All</a>	Grading Scale: <input type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value <a href="#">Fill All</a>
<b>Standards</b>			
Term 1	6.1 Algebra	<input type="radio"/> No Calculation	<input checked="" type="radio"/> Calculate In Progress Grade *Grading Scale: <input type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value
<b>Grading Tasks</b>			
Term 1	Term Grade	<input type="radio"/> No Calculation	<input checked="" type="radio"/> Calculate In Progress Grade *Grading Scale: District Alpha <input type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value
Term 1	Mid-Term (Progress)	<input type="radio"/> No Calculation	<input checked="" type="radio"/> Calculate In Progress Grade *Grading Scale: District Alpha <input type="checkbox"/> Weight categories <input type="checkbox"/> Use score's % value

These options apply calculation options to all standards/grading tasks in this section.

These options apply calculation options to individual standards/grading tasks.

Image 1: Grade Calculations Screen Example

There are two calculation options: No Calculation or Calculate In Progress Grade.

Option	Description
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<b>No Calculation</b>	Selecting this option indicates that assignment scoring is not used to calculate a grade for this standard/task. No Calculation is most often used with standards, particularly when standards are assessed with rubrics.
<b>Calculate In Progress Grade</b>	<p>Selecting this option indicates that a calculated in progress grade should be calculated for this standard/task based on the assignment scores within each category under the standard/task. The in progress grade appears as the yellow column in the Grade Book (ETT). For the scoring to work, a calculation must be set up for this standard/task by defining the following options.</p> <ul style="list-style-type: none"> <li>• <b>Grading Scale</b>--This is the table used to convert assignment scores to a grade (example 88% is converted to a B+). Grading Scales are set up by the district.</li> <li>• <b>Weight Categories</b>--Weighting on categories allows a percentage to be set on categories attached to the task. Weights are entered in the category editor. Select this checkbox to use a ratio of the assignment scores entered in each category within this task when the calculation displays.</li> <li>• <b>Use score's % value</b>--This option converts the score entered to a percentage and uses the percentage in the calculation. For example, 100/100 is equal to 5/5 since both values are 100%. When this option is used, the percentages are calculated then averaged to determine the student's grade.</li> </ul>

## Setting up Grade Calculation Options

1. Click the **Edit Grade Calc Options** button the Assignments toolbar.

### Result

The Grade Calculation Options editor appears.

- ☑ To apply the same Calculation Options to all standards/grading tasks, complete the following steps in the top of the editor then click **Fill All**.

2. Select one of the following options: **No Calculation** or **Calculate In Progress Grade**.

If...	Then...
No Calculation is selected	assignment scoring will not be used. Repeat step 2 for any additional standards/grading tasks.
Calculate In Progress Grade is selected	assignment scoring will be used. Select the <b>Grading Scale Campus</b> should use to convert assignment scores. <b>Weight Categories</b> and <b>Use score's % value</b> are optional choices. Select the checkbox to use the option. Repeat step 2 for any additional standards/grading tasks.

3. Click the **Save** button.

### Result

The Assignments Editor appears.

## Managing Assignments

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## Managing Assignments

Overview | Assignment Detail Editor Field Descriptions | Creating Assignments | Scoring Assignments | Deleting Assignments | Validating Assignments | Copying Assignments

**i** Information on this page relates to features that are available in the Enhancement Teacher Tools (ETT) Release Line. These features will be generally available with the 1126 Release Pack (June 2011).

### Overview

**PATH:** *Instruction > Assignments > Assignment Detail Editor*

Assignments are a subgroup of Categories and Categories are a subgroup of Standards and Grading Tasks. An assignment may be aligned to multiple Standards or Grading Tasks which allows one assignment to be scored multiple times. Each unique score can count towards an in progress score or as evidence of mastery towards a state or district-defined standard depending on the standard or grading task's setup.

This section includes the following topics:

- Assignment Detail Editor Field Descriptions
- Creating Assignments
- Scoring Assignments
- Deleting Assignments
- Validating Assignments
- Copying Assignments

### Assignment Detail Editor Field Descriptions

The Assignment Detail Editor displays when users click the **Create Assignment** button or click an existing **Assignment Name** on the View Assignments page.

**Assignments** | [Return to Assignment List](#) [Save](#) [Save & Score](#) [Delete Assignment](#)

**Assignment Detail**

\*Name: Chapter 10 Daily Work

\*Abbreviation: CH10

Test Strand:  

Last Modified:  

Show Description, Objectives, and References Fields

**Sections Fields**

**Sections**  
Select which sections get this assignment.

Section	Active	Hide	Assigned	*Due	Seq	Student Group
<input checked="" type="checkbox"/> 1200-2 Integrated Math II A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/20/2010 <span style="border: 1px solid black; padding: 0 5px;"> </span>	09/24/2010 <span style="border: 1px solid black; padding: 0 5px;"> </span>	1	Group A ▼
<input checked="" type="checkbox"/> 1200-3 Integrated Math II A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/20/2010 <span style="border: 1px solid black; padding: 0 5px;"> </span>	09/24/2010 <span style="border: 1px solid black; padding: 0 5px;"> </span>	1	No Groups

**Standards**  
Select which standards get this assignment.

Standard	Scoring Type	*Total Pts	*Multiplier
<input checked="" type="checkbox"/> 6.1 Algebra	<input type="radio"/> Points <input type="radio"/> Marks <input checked="" type="radio"/> Rubrics		

**Standards/Grading Tasks Fields**

**Grading Tasks**  
Select which grading tasks get this assignment.

Grading Task	Scoring Type	*Total Pts	*Multiplier
<input type="checkbox"/> Term Grade			
<input checked="" type="checkbox"/> Mid-Term (Progress)	<input type="radio"/> Points <input checked="" type="radio"/> Marks *Assignment Marks Teacher Assignment Marks ▼	100	1

Image 1: Assignment Detail editor

Field	Description
Name	The assignment name may include up to 50 characters and is seen on reports and the Portal.
Abbreviation	The abbreviation may include up to 5 characters and displays on the Daily Planner and the Grade Book (ETT).
Test Strand	The standardized test strand for which the assignment is preparing students. This field is optional.




<b>Description/Objectives/Reference</b>	Description, Objectives, and References fields are provided to give more information to the parents on reports and the Portal. The WYSIWYG editor may be used to format the text for these fields.
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## Sections Fields

Field	Description
<b>Section</b>	Teachers can place assignments in one or more sections. The section selected in the Campus toolbar will display, plus any additional sections of the same course that are taught by the same teacher team. A teacher team is the one or more staff scheduled as teachers in each section.
<b>Active</b>	If the assignment should be included in the student score select this checkbox. If the assignment will not count towards a score (such as a pre-test), the active box may be cleared.
<b>Hide</b>	Selecting this checkbox hides the assignment from the Portal, but the impact of the student's score on the assignment is still seen in the overall score.
<b>Assigned</b>	The date the assignment is assigned.
<b>Due</b>	The date the assignment is due.
<b>Seq</b>	The sequence is managed by the system and keeps the assignments in order when copying assignments from one calendar to another calendar.
<b>Student Group</b>	A group of students created by the teacher for the course section. For more information about Student Groups, see the Student Groups article.

## Standards/Grading Task Fields

Field	Description
<b>Standard or Grading Task</b>	<p>This area displays the Standards or Grading Tasks set up by the district or school for this course. The assignment may be aligned to any of the Standards and Grading Tasks that display. For each selected standard/task a category must also be selected.</p> <p> Changing Categories within a Standard or Grading task preserves scores; however, if you move an assignment from one Grading Task/Standard to another, scores are lost.</p>
<b>Scoring Type</b>	<ul style="list-style-type: none"> <li>• <b>Points.</b> For this alignment, the assignment will be scored numerically. Used in Standards and Grading Tasks.</li> <li>• <b>Marks.</b> For this alignment, the assignment will be scored in predetermined Marks (Example A, B, C) using grading thresholds set up in the Assignment Marks tool. Used in Standards and Grading Tasks.</li> <li>• <b>Rubric.</b> For this alignment, the assignment will be scored in predetermined values. These values will pull from the rubric assigned to the standard in the Standards Bank. Used in Standards only.</li> </ul>
<b>Total Pts</b>	The number of total points possible on the assignment.
<b>Multiplier</b>	The Multiplier field works in conjunction with the points possible field to set how the assignment affects the student's score. For example, a 50 point assignment with a multiplier of .5 calculates as a 25-point assignment.

## Creating Assignments

PATH: *Instruction > Assignments > Assignment Detail Editor*

1. Type a descriptive name, 50 characters or less, for the assignment in the **Name** field.
2. Type an abbreviation, 5 characters or less, for the assignment in the **Abbreviation** field.
3. Select the standardized Test Strand for which the assignment is preparing students, if applicable.
4. Click the **Show Description, Objectives, and Reference Fields** link to enter detailed information for reports and the Portal. The WYSIWYG editor may be used to format the text for these fields.
5. Select the Sections to which the assignment should be assigned then define the following options for each section.
  - Active
  - Hide
  - Assigned
  - Due
  - Seq
  - Student Group
6. Select the Standards and Grading Tasks to which the assignment should be aligned and complete the

following tasks for each Standard and Grading task:

- a. Select a Category in which to place the assignment.

⚠ If after scoring the assignment you need to place the assignment in a different category, note that changing Categories within a Standard or Grading task preserves scores; however, if you move an assignment from one Grading Task or Standard to another, scores are lost.

- b. Select the Scoring Type.

- c. Enter the Total Pts and Multiplier if using Points or Assignment Marks.

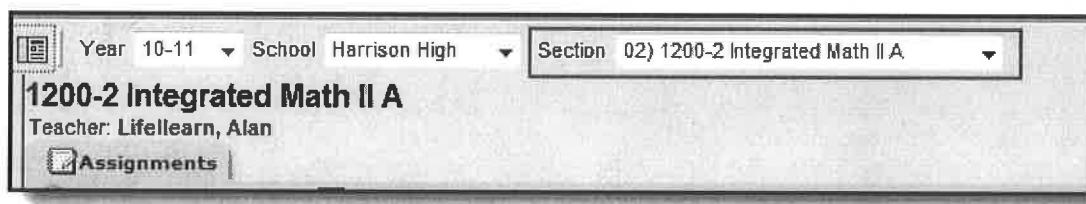
7. Click the **Save** button to return to the Assignments summary or click the **Save and Score** button to enter scores for this assignment.

⚠ If clicking **Save and Score**, verify the section to score is selected in the Campus toolbar. The scoring editor will open for the section specified in the toolbar only.

## Scoring Assignments

*PATH: Instruction > Assignments > Assignment Detail Editor > Assignment Scoring Editor*

Assignments may be scored by clicking the **Save and Score** button on the Assignment Detail editor. The Assignment Scoring Editor only displays the Standards, Grading Tasks, and students for the section selected in the Campus toolbar.



*Image 2: Section Selection in Campus Toolbar*

**Assignments**  
Return to Assignment List | Save Scores

Chapter 10 Daily Work

Assigned Date: 09/20/2010  
Due Date: 09/24/2010  
Student Group: Group A

**Standard & Grading Task Legend**  
STD1 - 6.1 Algebra  
GT2 - Mid-Term (Progress)

**Students**  
Att 09/24  
Score Fill  
Fill All | Fill Empty

Members of Group A	STD1	Dr	GT2	Dr	Comments	T	M	L	I	CH	X
10 Abegg, Ryo #103669	4		100			<input checked="" type="checkbox"/>					
10 Baldwin, Leslie #160	3		98			<input checked="" type="checkbox"/>					
10 Barnes, Vernon #180											<input checked="" type="checkbox"/>
10 Schmecker, George #129896	1		55						<input checked="" type="checkbox"/>		
10 Schrei, Leah #130187	2		90					<input checked="" type="checkbox"/>			
10 Ymo, Charles #063000002	NA		0				<input checked="" type="checkbox"/>				
<b>Non-members</b>											
10 Aft, Ervin #20											<input checked="" type="checkbox"/>
10 Baughman, Dino #228											<input checked="" type="checkbox"/>

Image 3: Assignment Scoring Editor

- ☑ If a teacher has selected to hide dropped students as a preference, students who have dropped the course section will not display for entering assignment scores. Students will not appear in this list starting the day after the drop date.

There are two methods for scoring assignments: Mass Filling Scores or Single Score Entry.

Method	Description

<b>Mass Filling Scores</b>	<p>Use this option to fill all the scores at once. If using student groups, this method does not fill scores for students that are not part of the student group.</p> <ol style="list-style-type: none"> <li>1. Choose the score from the dropdown list (Marks/Rubric grading) or enter the points earned.</li> <li>2. Click the <b>Fill All</b> or <b>Fill Empty</b> button. Clicking <b>Fill All</b> overwrites any previously entered scores except for students with the Exempt (X) checkbox selected. Fill Empty only writes to scoring fields that have not been previously scored.</li> <li>3. Click the checkbox in the column header to mass fill checkboxes. <ul style="list-style-type: none"> <li>• Dropped--Any score entered will not count.</li> <li>• Tardy</li> <li>• Missing--Regardless of the score entered, the score will count as 0 points.</li> <li>• Late</li> <li>• Incomplete</li> <li>• Cheated--Regardless of the score entered, the score will count as 0 points.</li> <li>• Exempt</li> </ul> </li> <li>4. Click the <b>Save Scores</b> button.</li> </ol>
<b>Single Score Entry</b>	<ol style="list-style-type: none"> <li>1. Find the student and choose the scores from the dropdown list (Marks/Rubric grading) or enter the points earned next to their name.</li> <li>2. Enter any comments to attach to this score in the Comments field. Comments can be up to 255 characters in length.</li> <li>3. Select any of the following checkbox options: <ul style="list-style-type: none"> <li>• Dropped--Any score entered will not count.</li> <li>• Tardy</li> <li>• Missing--Regardless of the score entered, the score will count as 0 points.</li> <li>• Late</li> <li>• Incomplete</li> <li>• Cheated--Regardless of the score entered, the score will count as 0 points.</li> <li>• Exempt</li> </ul> </li> <li>4. Click the <b>Save Scores</b> button.</li> </ol>

## Deleting Assignments

**PATH:** *Instruction > Assignments > Assignment Detail Editor*



Deleting an assignment deletes the assignment from all sections to which the assignment is aligned and deletes all scores that were entered for the assignment. To remove an assignment from a single section, do not delete the assignment. Instead, clear the checkbox next to the section in the Section Fields.

1. Click the **Delete Assignment** button.

### Result

A confirmation appears.

2. Click **OK** to delete the assignment and return to the Assignments tab or click **Cancel** to return to the Assignment Detail editor.

## Validating Assignments

**PATH:** *Instruction > Assignments > Edit Teacher Preferences*

Assignments Validation verifies the status of assignments that have multiple section placements and/or multiple alignments.

The most common reason to validate a section is the addition or removal of the teacher(s) scheduled to a section. If a section's scheduled teacher has changed, the assignments must be validated. For example, if a teacher placed an assignment in two sections and was removed from one section, the Assignment Validation process splits the assignment and a unique assignment remains in each section.

If alignments under an assignment are no longer valid, they are split into separate assignments. If separate assignments within a section contain alignments which can be consolidated within one assignment, they will be combined into one assignment. Assignments Validation also validates categories and activities.

Verifying the status of assignments

1. Click the **Validate** button.

**Result**

An information dialog appears.

2. Click **OK**.

## Copying Assignments

**PATH:** *Instruction > Assignments > Assignment Copier*

The Assignment Copier allows copying a single assignment or a group of assignments from section to section within a calendar and across calendars. Teachers must have calendar and tool rights for the section from which they want to copy assignments.

If the assignment due dates from the Source are not valid in the Destination they will not carry over. Assignments without due dates are placed in the first term in which the section meets. Campus recalculates the term when a due date is entered.

For more information, see the Assignment Copier article.

## Methods for Calculating Grades

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# Methods for Calculating Grades

Overview | Total Points | Weighted Categories with Total Points | Assignment Score Percents | Rubrics/Marks with Total Points

**i** Information on this page relates to features that are available in the Enhancement Teacher Tools (ETT) Release Line. These features will be generally available with the 1126 Release Pack (June 2011).

## Overview

This section describes some commonly used grading methods and the Campus parameters that must be set for each method.

## Total Points

To determine the student's grade, this method uses the sum of all points earned divided by the sum of all possible points.

To use this grading method, use the following settings.

Campus Page	Settings
Teacher Preferences	Clear the checkbox <b>Remove percentage and calculations when using Standards.</b>
Grade Calculation Options	Clear the checkbox <b>Weight categories.</b> Clear the checkbox <b>Use each score's percent value for calculations (rather than points).</b>
Category Detail Editor	Clear the checkbox <b>Exclude this group from calculation.</b> Clear the checkbox <b>Drop lowest score.</b>
Assignment Detail Editor	Select the Scoring Type <b>Marks</b> or <b>Rubric</b> and enter the total points possible.
Assignment Scoring Editor	Select values from the rubric/marks.

## Weighted Categories with Total Points

Weighting on categories allows a percentage to be set on assignments attached to the category. All of the categories count toward a term grade. For example, tests may be 40%, projects 40% and homework 20%.

Campus uses the Total Points calculation but only at the category level. The percentage that is calculated for each group is multiplied by the weight assigned to the category and the resulting products of all categories are summed then divided by the total weight.

To use this grading method, use the following settings.

Campus Page	Settings
Teacher Preferences	Clear the checkbox <b>Remove percentage and calculations when using Standards.</b>
Grade Calculation Options	Select the checkbox <b>Weight categories.</b> Clear the checkbox <b>Use each score's percent value for calculations (rather than points).</b>
Category Detail Editor	Clear the checkbox <b>Exclude this group from calculation.</b> Clear the checkbox <b>Drop lowest score.</b> Enter the <b>Weight</b> (total for all weights should normally add to 100).
Assignment Detail Editor	Select the Scoring Type <b>Numeric</b> and enter the total points possible.
Assignment Scoring Editor	Enter numeric scores for students.

## Assignment Score Percents

This option gives equal weight to all assignments even though the total points for each assignment may vary. This calculation immediately calculates the percentage earned by the student for every assignment. Then the percentages are summed and divided by the total number of assignments.

To use this grading method, use the following settings.

Campus Page	Settings
Teacher Preferences	Clear the checkbox <b>Remove percentage and calculations when using Standards.</b>
Grade Calculation Options	Clear the checkbox <b>Weight categories.</b> Select the checkbox <b>Use each score's percent value for calculations (rather than points).</b>
Category Detail Editor	Clear the checkbox <b>Exclude this group from calculation.</b> Clear the checkbox <b>Drop lowest score.</b>
Assignment Detail Editor	Select the Scoring Type <b>Numeric</b> and enter the total points possible.
Assignment Scoring Editor	Enter numeric scores for students.

## Rubrics/Marks with Total Points

This method takes an alpha character (listed on the rubric/marks) and converts the character to a point equivalent. To determine the student's grade, Campus matches the score entered to the percent value stored for that item in the rubric/assignment marks. The percent is then multiplied by the total points to get a calculated numeric score for the student for that assignment. Once these points are calculated the Total Points method is used to complete the grade calculation.

To use this grading method, use the following settings.

Campus Page	Settings
Teacher Preferences	Clear the checkbox <b>Remove percentage and calculations when using Standards.</b>
Grade Calculation Options	Clear the checkbox <b>Weight categories.</b> Clear the checkbox <b>Use each score's percent value for calculations (rather than points).</b>
Category Detail Editor	Clear the checkbox <b>Exclude this group from calculation.</b> Clear the checkbox <b>Drop lowest score.</b>
Assignment Detail Editor	Select the Scoring Type <b>Marks</b> or <b>Rubric</b> and enter the total points possible.
Assignment Scoring Editor	Select values from the rubric/marks.



## Teacher Preferences

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# Teacher Preferences

Overview | Preference Descriptions | Mass Assigning Section Preferences | Assignments Validation

**Information on this page relates to features that are available in the Enhancement Teacher Tools (ETT) Release Line. These features will be generally available with the 1126 Release Pack (June 2011).**

## Overview

**PATH:** *Instruction > Assignments > Edit Teacher Preferences*

Teacher Preferences allow teachers to set preferences for the section. If the section spans multiple terms, these preferences affect all terms.

The screenshot shows a window titled "Assignments" with a sub-header "Teacher Preference". At the top, there are three buttons: "Return to Assignment List", "Save Teacher Preference", and "Validate". Below the header, a message states: "This changes the preferences for the section. If the section spans multiple terms, it will affect all terms." A list of seven checkboxes follows: "Hide Dropped Students", "Show Student Numbers", "Show Student Pictures", "Invert Seating Chart Auto-Placement (Start from the bottom)", "Use Seating Chart for Attendance", "Use Canned Comments", and "Remove percentage and calculations when using Standards (Grade Book)". Below these is a section for "Default Standard/Grading Task" with a description and a dropdown menu. Next is the "Web Site Address" section with a description and a text input field. At the bottom, there are two status lines: "Grade Book Last Updated 01/04/2011 13:37:00 -0600" and "Teacher Preference Last Modified". A link "Mass Assign to multiple sections" is located at the very bottom.

Image 1: Teacher Preferences

## Preference Descriptions

Preference	Description
<b>Hide Dropped Students</b>	Hides students who drop the course section from a teacher's view Student Groups and in Grade Book (ETT). Normally, a student that has dropped a class appears in the teacher's Grade Book (ETT) in red. The scores are preserved behind the scenes. Students in a Student Group are not hidden if they have an active group membership. This allows teachers to remove them from active membership.
<b>Show Student Numbers</b>	Includes the Student ID number on the attendance tools.
<b>Show Student Pictures</b>	Displays student pictures when taking in Attendance and Assignments Scoring.
<b>Invert Seating Chart Auto-Placement (Start from the bottom)</b>	When creating a seating chart, the student names populate the chart from the bottom up.
<b>Use Seating Chart for Attendance</b>	Changes the default Daily Attendance view to the Standard Seating Chart.
<b>Use Canned Comments</b>	Allows teachers to choose from ready-made comments when posting grades for students.
<b>Remove the percentage and calculations when using Standards (Grade Book)</b>	This option is used for pure standards assessment. When this checkbox is selected, Grade Book (ETT) will not calculate a percentage for each assignment score and no in progress grade calculation will display. When using this option, also set all of the section's Grade Calculation Options to "No Calculation." Clear this checkbox if any of the section's Grade Calculation Options are set to "Calculate In Progress Grade."
<b>Default Standard/Grading Task</b>	The default Standard or Grading Task per course/section to which the Grade Book will open.
<b>Web Site Address</b>	The URL for this section. This address will appear on the portal to students and users with Portal access.
<b>Mass Assign to multiple sections</b>	Selecting this hyperlink allows teachers to establish preferences for multiple active sections at one time.

## Mass Assigning Section Preferences

Users can assign preferences for multiple sections.

1. Select the checkboxes for the preferences you want to assign.
2. Click the **Mass Assign to multiple sections** hyperlink.



3. Select the sections to which you want to assign preferences or select **Check All** to select all sections.
4. Click the **Save Teacher Preference** button.

## Assignments Validation

Assignments Validation verifies the status of assignments that have multiple section placements and/or multiple alignments.

The most common reason to validate a section is the addition or removal of the teacher(s) scheduled to a section. If a section's scheduled teacher has changed, the assignments must be validated. For example, if a teacher placed an assignment in two sections and was removed from one section, the Assignment Validation process splits the assignment and a unique assignment remains in each section.

If alignments under an assignment are no longer valid, they are split into separate assignments. If separate assignments within a section contain alignments which can be consolidated within one assignment, they will be combined into one assignment. Assignments Validation also validates categories and activities.

Verifying the status of assignments

1. Click the **Validate** button.

### **Result**

An information dialog appears.

2. Click **OK**.



## Tree View

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# Tree View

## Overview

 Information on this page relates to features that are available in the Enhancement Teacher Tools (ETT) Release Line. These features will be generally available with the 1126 Release Pack (June 2011).

## Overview

**PATH:** *Instruction > Assignments > Tree View*

The Tree View displays an alignment based view of a section's assignments based on the following hierarchy:

- Term
- Task
- Category
- Assignment

Users may edit an assignment or category by clicking its name and score an assignment by clicking the Score link after its name.

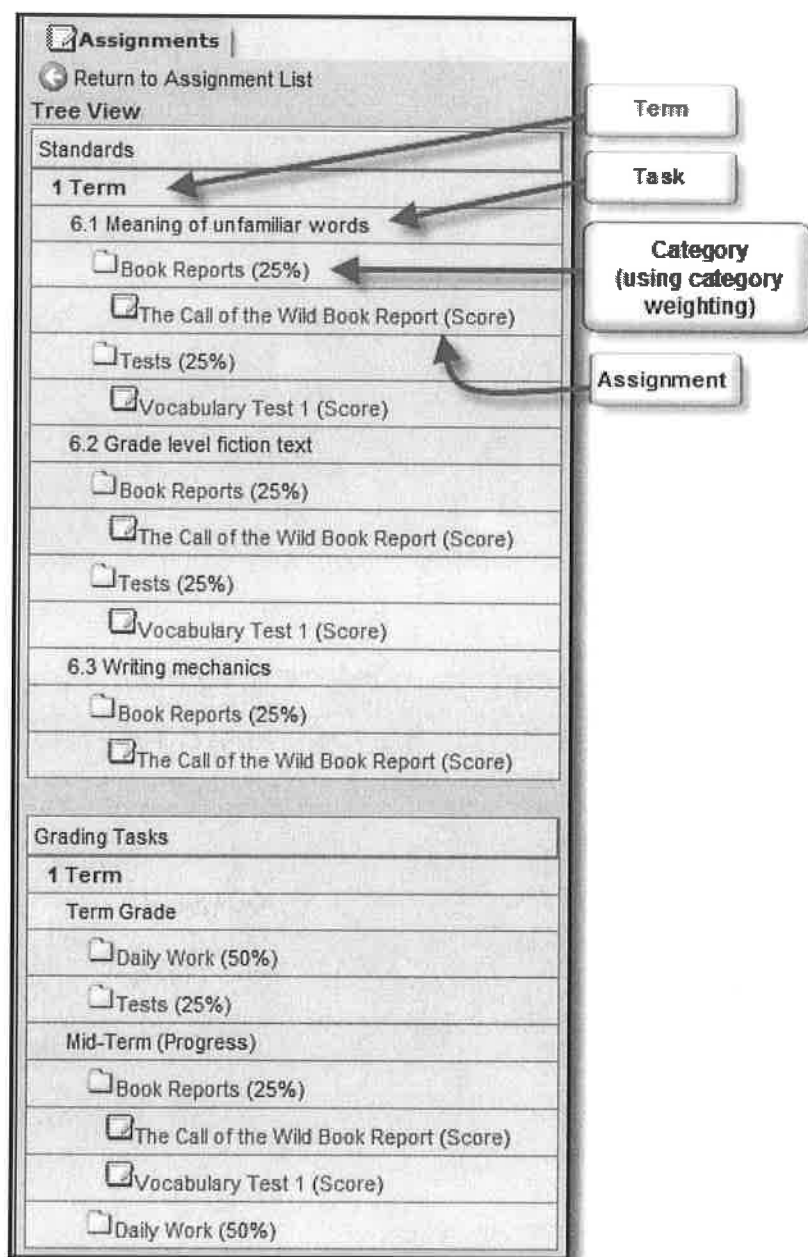


Image 1: Tree View using Standards Grading

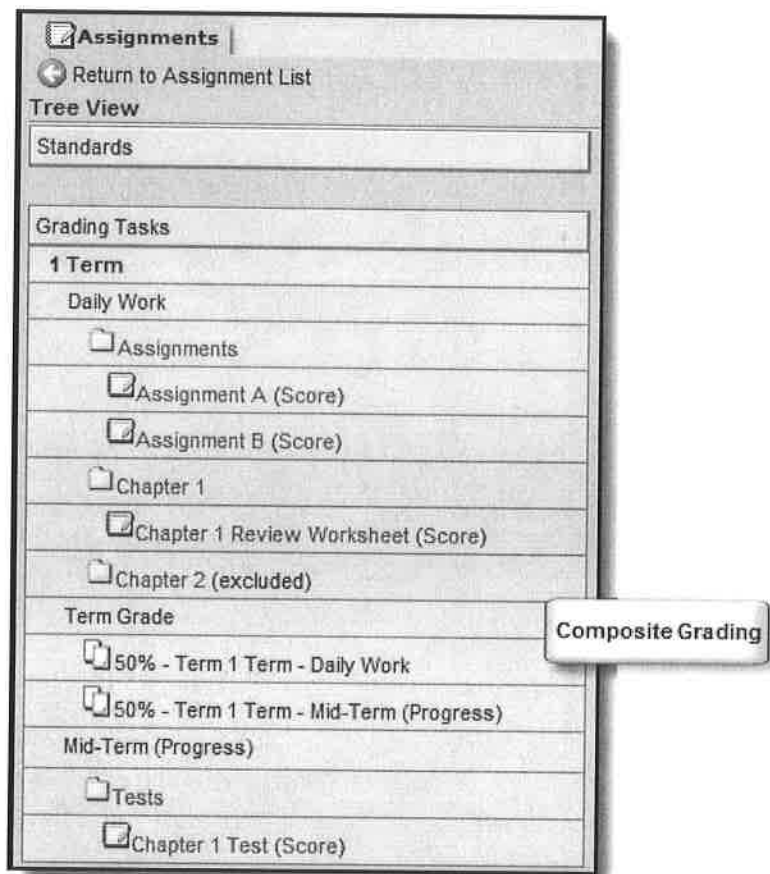


Image 2: Tree View using Composite Grading





## View Assignments

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# View Assignments

Overview | View Assignments Field Descriptions

- i** Information on this page relates to features that are available in the Enhancement Teacher Tools (ETT) Release Line. These features will be generally available with the 1126 Release Pack (June 2011).

## Overview

**PATH:** *Instruction > Assignments*

The View Assignments screen displays a comprehensive list of assignments set up for the section. The toolbar on the View Assignment screen gives teachers the ability to complete all assignment management from within the Assignment tool.

- The View Assignments page does not include a Save button. Changes made on this page are saved dynamically.

## View Assignments Field Descriptions

Assignments										
<input checked="" type="checkbox"/> Edit Teacher Preferences <input checked="" type="checkbox"/> Edit Grade Calc Options <input type="checkbox"/> Edit Categories <input type="checkbox"/> Create Assignment <input checked="" type="checkbox"/> Copy Assignments <input type="checkbox"/> View Tree <span>1</span> Toolbar Options										
Filter: Term: Standard/Task: Category: Student Group: <span>2</span> Assignment List Filter										
1 All Standards/Tasks All Categories All Student Groups										
Active	Hide	Assigned Date	Due Date	Assignment Name	Alignment	<span>3</span> Assignment List				
						T	M	L	I	Ch
<input checked="" type="checkbox"/>	<input type="checkbox"/>	07/08/2010	07/13/2010	Workbook 1	Term Grade > Chapter 1 > 1 (31/31)	0	0	0	0	0
<input checked="" type="checkbox"/>	<input type="checkbox"/>	07/12/2010	07/16/2010	Chapter PreTest	Term Grade > Chapter 1 > 1 (31/31)	0	0	0	0	0
<input checked="" type="checkbox"/>	<input type="checkbox"/>		07/19/2010	Chapter Review	Term Grade > Chapter 1 > 1 (31/31)	0	0	0	0	0

Image 1: View Assignments Screen Example


## 1) Toolbar Options

Button	This button displays the...
<b>Edit Teacher Preferences</b>	Teacher Preferences screen. Teacher Preferences allow teachers to set preferences for the section.
<b>Edit Grade Calc Options</b>	Grade Calculation Options screen where users can set calculation preferences for the Campus Grade Book.
<b>Edit Categories</b>	Categories screen where users can create and edit categories.
<b>Create Assignment</b>	Assignment Detail screen where users can set up a new assignment, score an assignment, and delete an assignment.
<b>Assignment Copier</b>	Assignment Copier tool where users can copy assignments from section to section within a calendar and across calendars.
<b>View Tree</b>	Tree View screen where users can view the assignments based on their alignment.

## 2) Assignment List Filter

Filter	Description
<b>Term</b>	A term is a division of the year and set up in System Administration.
<b>Standard/Task</b>	Standards and Tasks are marks that are turned into the school and reports a student's progress or achievement. They are set up in System Administration.
<b>Category</b>	A collection of assignments that count toward a grading task or standard. Categories are set up in the Assignments tool.
<b>Student Group</b>	A sub-group of students in a course section. Student Groups allow teachers to create different assignments for students in the group.

## 3) Assignment List

Column	Description
<b>Active</b>	Selecting this checkbox marks the assignment as active. An assignment must be active to be included in the in-progress grade calculation.
<b>Hide</b>	<p>Selecting this checkbox hides the assignment from the Portal; however, the student's score on the assignment is still included in the overall grade.</p> <p> If this checkbox is clear and the assignment is not visible on the portal or in Grade Book, the assignment may be part of a Category that is hidden.</p>
<b>Assigned Date</b>	This date field indicates the day on which the assignment was assigned.
<b>Due Date</b>	This date field indicates the day on which the assignment is due. This date determines which Term the assignment is under.
<b>Assignment Name</b>	The Assignment Name is the name entered on the Assignment Detail screen. This name is seen on reports and the Portal. Clicking the Assignment Name displays the Assignment Detail screen and allows users to change details about the assignment.
<b>Alignment</b>	This column indicates the Standards/Tasks to which the assignment is assigned. The Standards/Tasks lists the tasks the teachers are to grade for report cards and transcripts. These tasks are created in the System Administration area of Campus.
<b>T</b>	This column indicates the number of Turned In assignments. Clicking the number displays the Assignment Scoring Editor and the students for whom this checkbox was selected.
<b>M</b>	This column indicates the number of Missing assignments. Clicking the number displays the Assignment Scoring Editor and the students for whom this checkbox was selected.
<b>L</b>	This column indicates the total number of late assignments. Clicking the number displays the Assignment Scoring Editor and the students for whom this checkbox was selected.
<b>I</b>	This column indicates the number of Incomplete assignments. Clicking the number displays the Assignment Scoring Editor and the students for whom this checkbox was selected.
<b>Ch</b>	This column indicates the number of students that cheated on the assignment. Clicking the number displays the Assignment Scoring Editor and the students for whom this checkbox was selected.
<b>X</b>	This column indicates the number of exempt assignments. Clicking the number displays the Assignment Scoring Editor and the students for whom this checkbox was selected.